

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR TRANSPORTATION CLERK**

Jurisdictional Class: **Competitive**
Date Adopted: **Dec. 1, 1997**
Date Revised: **6/2/04**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **9**

DISTINGUISHING FEATURES OF THE CLASS: The Senior Transportation Clerk helps supervise a county-wide transportation program operated for human services clients and the general public. The incumbent works under general supervision and helps insure that transportation program goals and objectives are met and service provided in a safe, timely and efficient manner and in compliance with all legal, county, agency and program requirements and policies. The Senior Transportation Clerk is distinguished from Transportation Clerk by having more experience and supervisory responsibilities. A Senior Transportation Clerk can be in operational charge of the transportation unit in the absence of the Director, may supervise Transportation Clerk(s) and helps supervise volunteers and contract staff as well as county employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Schedules and assigns drivers and Prepares and maintains driver activity and training records;
Schedules vehicle use and maintenance and prepares and maintains vehicle use, inspection, insurance and maintenance records;
Compiles fiscal data and prepares reports including but not limited to income, expense, payroll and budgetary reports;
Maintains incident and accident records and establishes and implements safety program;
Collects, compiles and analyzes data for planning, program development and grant applications and helps prepare reports;
Performs outreach functions for the transportation program and provides the public with information about the transportation program, routes and schedules;
May use telephone and radio to dispatch vehicles and may act as driver.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of laws and regulations pertaining to the operation of commercial motor vehicles, driving safety practices, the transportation needs of Schoharie County, and geography of the county; basic knowledge of grant writing and public relations techniques; ability to use personal computer plan, supervise the work of others, keep records, make reports, and communicate clearly both verbally and in writing. Initiative, tact, courtesy, and dependability.

MINIMUM QUALIFICATIONS:

One (1) year of experience as a licensed commercial driver license **and either:**

- (A) An associate degree in business management or transportation, **OR**
- (B) A high school diploma or equivalency and two (2) years' experience in a vehicle fleet operations position, keeping business records or commercial driving, **OR**
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

Last Reviewed: n/a
Last Updated: 06/02/04
Reviewed By: n/a
Last Reallocated: n/a

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NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: Possession of a valid New York State "A", "B", "C", or "D" CDL driver license with a "P" endorsement.